

Notice of Updated Job Responsibilities

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Update on Job Responsibilities

Dear [Employee's Name],

We would like to inform you that, effective [Effective Date], there will be updates to your job responsibilities. These changes are aimed at aligning your role with the company's goals and enhancing our overall productivity.

Your updated responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Please feel free to reach out to me if you have any questions or concerns regarding these changes.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]